



# COD Processing Update

May 13, 2011

## NEWS/UPDATES

- **Operational Guidance - COD System Changes to Remove Processing for Two Pell Grants in One Award Year (05/11/11)**

In [Dear Colleague Letter P-11-02, posted to the Information for Financial Aid Professionals \(IFAP\) Web site on April 27, 2011](#), the Department of Education provided schools with guidance on the impact of the Department of Defense and Full-Year Continuing Appropriations Act, 2011 on the Federal Pell Grant Program. As described in the [Dear Colleague Letter](#), the provision that provided that an otherwise eligible student could receive more than one Pell Grant in an award year has been repealed.

Federal Student Aid has begun the work needed to modify their systems, Web, technical documents, training materials, and publications to reflect the change. On May 15, 2011, we plan to implement COD System functionality that changes how a school will use the Additional Eligibility Indicator (AEI) for the 2011-2012 Award Year and forward. Additionally, a school will no longer be able to award or disburse more than 100% of the student's Scheduled Federal Pell Grant (SFPG).

For complete information about the impact on the Common Origination and Disbursement (COD) System, refer to [the May 10, 2011 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site.

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## CURRENT ISSUES

### DIRECT LOANS

There are no Direct Loan specific issues to report at this time.

### GRANTS

There are no Grant specific issues to report at this time.

### REMINDERS

#### **Reminder – No Pell Grant Initial Authorization for 2011-2012 Award Year (5/12/11)**

Federal Student Aid reminds schools that there will be no Initial Authorization for the Pell Grant Program for the 2011-2012 Award Year. Schools will receive a Current Funding Level (CFL) based on the accepted and posted actual disbursement records that they submit to the COD System.

The COD System began processing actual disbursements for the 2011-2012 Award Year on February 21, 2011. As a reminder, actual disbursements can only be submitted up to 7 days before the disbursement date.

### **COD Computer-Based Training (05/13/11)**

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT). The COD CBT includes enhancements that have been made to the COD System, the [COD Web site](#), and associated Web sites and software products through June 26, 2010.

The COD CBT consists of component simulations and CBTs. Each COD CBT component is explained below. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the "Tools for Schools" section on the home page, click on [COD Computer-Based Training](#).

If you have questions or comments about the COD CBT, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loans. You may also e-mail [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com). If you e-mail your question or comment, please include "COD CBT Question/Comment" in the subject line.



### **Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (05/13/11)**

When submitting student or borrower addresses or address changes to the Common Origination and Disbursement (COD) System, it is important that the correct tags are used, particularly when the student or borrower address is located in a U.S. Territory or Foreign Country. If these addresses are not submitted correctly, important correspondence from the COD System and the federal loan servicers is delayed or not received.

- When a student or borrower address is located in a U.S. Territory it is considered a domestic address. Do not submit a Country Code.
- When a student or borrower address is located in a Foreign Country, it is treated as a foreign address.

See below for the correct procedures for submitting U.S. Territories and Foreign Country addresses via the Common Record batch submission or COD Web site.

### **Submitting Addresses for U.S. Territories and Foreign Countries via the Common Record**

When creating or updating a person record via the Common Record batch submission, a school should send the address block with the following tags:

Schema Version	Included Tags for Domestic Address, including U.S. Territories	Excluded Tags for Domestic Address, including U.S. Territories	Included Tags for Foreign Addresses
3.0c or 3.0d	<AddressLine> <City> <StateProvinceCode> <PostalCode>	<StateProvince> <CountryCode>	<AddressLine> <City> <StateProvince> (Optional) <PostalCode> (Optional)  <CountryCode>

### **Submitting Addresses for U.S. Territories and Foreign Countries via the COD Web site**

When creating or updating a person record on the COD Web site, a school should select the U.S. Territory from the dropdown box in the State/Province field. A school should select the Country field as "Blank".

A complete list of State Codes (including U.S. Territories), Jurisdictions, and Country Codes are provided in Volume VI, Section 4 of the [2010-2011 COD Technical Reference](#). If you have questions about this information, contact the COD School Relations Center.